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## VACANCY ANNOUNCEMENT

**POSITION:** Financial Systems Coordinator  
**OPENING DATE:** September 30, 2013  
**CLOSING DATE:** October 14, 2013  
**WORK HOURS:** Full-time (40 hours per week)  
**SALARY:** €14,810.00

The U.S. Peace Corps Kosovo is seeking an individual for the position of Financial Systems Coordinator.

### BASIC FUNCTION OF POSITION

The Financial Systems Coordinator (FSC) works under direct supervision of the Director of Management Office (DMO) and is responsible for the accounting, reconciliation and documentation of all Peace Corps Kosovo financial transactions. This is a multifunction position requiring a great degree of planning, flexibility and creativity. The FSC deals directly with IFO/Washington, local banks, vendors, staff, and Volunteers. In the Absence of DMO, usually serves as Acting DMO in all matters including signatory authorities. In addition, FSC also oversees work performed by the post Administrative Assistant and acts as Alternate Cashier when needed.

A copy of the complete position description listing all duties and responsibilities is available upon request.

### QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. University Degree in Business Administration, Economics, Accounting, Finance or related field is required.
2. A minimum of 3-years of financial administration experience with International Organizations is required.
3. Level IV (Fluent knowledge) Speaking/Reading English, Albanian and Serbian is required.
4. Technical knowledge of budget and finance principles and procedures, financial management and operations, accounting, contracting, human resource management and Kosovar legislation related to human resource issues and banking is required.

### ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current US government employees serving a probationary period are not eligible to apply.
3. Current US government employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

### TO APPLY

Important: Qualified and interested candidates should send a description of their qualifications, any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above and CV by e-mail to [jobs@mk.peacecorps.gov](mailto:jobs@mk.peacecorps.gov) (please state the position you are applying for and your last name in subject line of e-mail correspondence). Closing date: applications need to arrive no later than Monday, October 14, 2013. No phone calls or personal visits related to this vacancy will be accepted. Only short-listed candidates will be contacted.

Resume or CV should include:

- First, Middle, & Last Names as well as any other names used
- Current Address, Day, Evening, and Cell phone numbers
- List any extended members of your family that work for the US Government (include their Name, Relationship, & Agency, Position, Location)
- Education, Skills, Trainings
- Language Skills
- Work Experience